

**SUBJECT:** A RESOLUTION TO AMEND THE SCOPE OF WORK FOR PLANNING DEPARTMENT ON-CALL POSITIONS.

**AGENDA OF:** March 19, 2024

**Assembly Action:**

Approved under the consent agenda 03/19/24 - *emw*

**AGENDA ACTION REQUESTED:** Present to the Assembly for consideration.

Route To	Signatures
Originator	<div>3 / 5 / 2 0 2 4</div> <div>X k i m s o l l i e n</div> <div>Signed by: Kim Sollien</div>
Department Director	<div>3 / 5 / 2 0 2 4</div> <div>X A l e x S t r a w n</div> <div>Signed by: Alex</div>
Finance Director	<div>3 / 5 / 2 0 2 4</div> <div>X C h e y e n n e H e i n d e l</div> <div>Signed by: Cheyenne Heindel</div>
Borough Attorney	<div>3 / 5 / 2 0 2 4</div> <div>X N i c h o l a s S p i r o p o u l o s</div> <div>Signed by: Nicholas Spiropoulos</div>
Borough Manager	<div>3 / 5 / 2 0 2 4</div> <div>X M i c h a e l B r o w n</div> <div>Signed by: Mike Brown</div>
Borough Clerk	<div>3 / 5 / 2 0 2 4</div> <div>X L o n n i e M c K e c h n i e</div> <div>Signed by: Lonnie McKechnie</div>

**ATTACHMENT (S):** Resolution Serial No. 24-033 (2 pp)

**SUMMARY STATEMENT:** On June 15, 2021, the Assembly adopted Ordinance No. 21-053 and Resolution No. 21-058 reappropriating operating budget funds of \$152,000 to a project account (no. 47513) and approved the scope of work and budget for an On-Call Platting Technician due to a surge in platting cases.

On May 17, 2022, by Ordinance No. 22-060 and Resolution No. 22-048, the Assembly reappropriated an additional \$17,500 to project no. 47513 and amended the scope of work to allow funding to be used for wages and burden for temporary employees to assist with Planning Department duties as spelled out in the job descriptions of Records Technician, Office Assistant, Administrative Assistant, Planner I, Planner II, Platting Technician, or Permit Technician position to be determined as needed.

To date, there is a remaining balance in project no. 47513 of \$98,828.84 and the department needs have again changed. To help improve communication with the public, a Media Design Specialist is needed to support public involvement and outreach activities for all our plans and projects. We anticipate the employment time will reasonably exceed six months, therefore, an amendment to the scope of work is required to allow hiring a project employee for this purpose. The expiration date of project no. 47513 is June 30, 2025.

**RECOMMENDATION OF ADMINISTRATION:** Respectfully request approval.